

The Circuit Court for Harford County

CHAMBERS OF
ANGELA M. EAVES
ADMINISTRATIVE JUDGE

20 West Courtland Street
Bel Air Maryland 21014

POSITION VACANCY #18-006 CIRCUIT COURT FOR HARFORD COUNTY

FAMILY COURT SERVICES CLERK – FAMILY COURT SERVICES

**\$13.91/HOURLY
(GRANT/PART-TIME/RETIREMENT ONLY)**

CLOSING DATE: FEBRUARY 16, 2018

WORK LOCATION: 101 SOUTH MAIN STREET, BEL AIR, MD 21014

HOURS OF WORK: 8:30AM-4:30PM

NATURE OF WORK:

This is a part-time position in the Circuit Court for Harford County, Family Court Services Division that provides clerical and receptionist services to the Office of the Family Court Services staff to include answering telephones, appointment scheduling, and general office assistance.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Retrieving court files, registering clients for appointments, scheduling Children's Group services; initiatives telephone reminders to families regarding scheduled classes, provides some scheduling for Family Law Case Coordinator, document copying, basic typing of form letters, answering telephone in the absence of Office Manager.

MINIMUM QUALIFICATION REQUIREMENTS:

Candidate must possess a high school diploma or GED Certification. One (1) year of general office experience and clerical background is required.

NOTE:

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

CANDIDATE SELECTED FOR POSITION MUST PERFORM ESSENTIAL JOB FUNCTIONS WITH OR WITHOUT REASONABLE ACCOMMODATION AND MUST UNDERGO AND PASS A COUNTY PRE-EMPLOYMENT MEDICAL EXAM TO INCLUDE URINE DRUG SCREENING. CANDIDATE MUST PASS A CRIMINAL BACKGROUND CHECK. AN EMPLOYEE DESIRING A TRANSFER MUST APPLY.

Application may be obtained from Human Resources, 220 South Main Street, 1st Floor, Bel Air, MD 21014, Monday through Friday, 8:00 a.m. to 5:00 p.m.

APPLICATION MAY BE ACCOMPANIED BY A RESUME, BUT A RESUME WILL NOT BE ACCEPTED IN LIEU OF AN APPLICATION. APPLICATION MUST BE COMPLETED IN FULL, SIGNED IN ALL DESIGNATED AREAS, AND RETURNED TO HUMAN RESOURCES BY 2/16/2018.

**WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
WE DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY**